

State of Michigan  
Department of Civil Service  
**HUMAN RESOURCE SERVICES**  
400 South Pine Street, PO Box 30002, Lansing, MI 48909

**REQUEST FOR APPLICANT POOL EXTENSION**

**INSTRUCTIONS**

Complete all items and submit to your liaison in the Bureau of Human Resource Services (Bureau). The Bureau must receive this form prior to the expiration date of the current applicant pool report. **Attach a copy of the front page of the applicant pool report (showing Job Submission Parameters).**

<b>AGENCY</b>		<b>AGENCY (PROCESS LEVEL) NO.</b>
<b>CONTACT PERSON</b>	<b>CONTACT'S TELEPHONE NO.</b>	<b>DATE</b>
<b>CLASSIFICATION FOR THE CURRENT APPLICANT POOL</b>		<b>CERTIFICATION CODE</b>
<b>APPLICANT POOL REPORT NUMBER</b>		<b>APPLICANT POOL REPORT DATE</b>
<b>WERE ANY CANDIDATES CONTACTED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>IF YES, DATE OF CONTACT</b>		<b>IS THIS THE FIRST EXTENSION REQUEST?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>IF NO, DATE(S) OF THE PRIOR REQUESTS</b> 1. 2.
<b>REASON FOR EXTENSION</b>		
<b>FOR CIVIL SERVICE USE ONLY</b>		
<b>CIVIL SERVICE ACTION</b> <input type="checkbox"/> REQUEST APPROVED, APPLICANT POOL EXTENDED TO _____. <input type="checkbox"/> REQUEST DENIED BECAUSE IT WAS SUBMITTED AFTER THE APPLICANT POOL'S EXPIRATION DATE. <input type="checkbox"/> REQUEST DENIED AND A NEW APPLICANT POOL MUST BE REQUESTED. THE REASON FOR DENIAL IS AS FOLLOWS:		
<b>CIVIL SERVICE SIGNATURE</b>		<b>DATE</b>